



## Register in Probate

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### REGISTER IN PROBATE PUBLIC NOTICE REGARDING PAPER FILINGS AND PAYMENTS

In response to public health concerns associated with the COVID-19 outbreak, and pursuant to Addendum #3 issued on March 25, 2020 and Addendum #4 issued on April 17, 2020 to St. Croix Circuit Courts Orders regarding Emergency Temporary Measures: in the Matter of COVID-19 Emergency Procedures Applicable to all Cases, the St. Croix County Courthouse remains open to the public, subject to limitations aimed at maintaining the public health.

***Effective Friday, May 1, 2020,***

- ***The St. Croix County Government Center will be open Monday – Friday from 8:00 am to 4:30 pm. Paper documents will NOT be accepted in person.*** Customers may file documents by using the drop box or fax machine located on the second floor of the St. Croix County Government Center outside the Clerk of Court office. There is an Information Sheet located next to the Clerk of Court drop box that must be completed with your name, case number, telephone number, and address and attached to all drop box submissions. **One exception:** if the document being filed is an original Will, it can not be faxed; place the original Will in the drop box together with the information sheet.
- The Register in Probate office will continue to accept filings for all case types via the Wisconsin Courts eFiling System at [www.wicourts.gov/ecourts/efilecircuit](http://www.wicourts.gov/ecourts/efilecircuit), by mail, or fax.
- Payments can be made using Wisconsin Courts' e-payment system available at <https://www.wicourts.gov/ecourts/payonline.htm> or the GOVPAYNET service at:
  - [www.GovPayNow.com](http://www.GovPayNow.com) or 1-888-604-7888
  - St. Croix County case number(s)
  - Pay Location Code (PLC#) for St. Croix County is **1586**.
  - Service fees will be applied.
- Payments by check or money order will be accepted by regular mail or in the Clerk of Court Office drop box. A case number(s) must be noted for processing payments. Cash payments can not be accepted during this period of extraordinary circumstances.
- You may contact the Register in Probate office at 715-386-4619 with questions.

FOR MORE INFORMATION VISIT: [www.wicourts.gov](http://www.wicourts.gov)

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